

ER 87-0541

6 February 1987

MEMORANDUM FOR: Executive Assistant To
Acting Director of Central Intelligence

FROM: Deputy Executive Secretary

SUBJECT: Authorization for Use of Autopen Signature

1. Representative of PMCD/Office of Personnel has requested approval to use DCI signature (autopen) on the new Secretarial Career System Performance Award Certificate, first issuance beginning in April 1987. They estimate approximately five to six hundred will be issued annually.

2. FYI, in the past and up to the present time, following is a listing of certificates, etc., that are being autopened with the DCI signature:

Medal Citations
Award Certificates
Award and SIS Photo's
SIS Promotion Certificates
Certificate of Promotion
Exceptional Analyst Program Certificates
Certificate of Training Completions (Some OTE and UDAC)
Intelligence Community Award Certificates
Certificate for Exceptional Accomplishment
Meritorious Unit Citations
Commendatory (Retirement) Letters

3. Request approval of Mr. Gates to continue use of autopen signature for the above certificates, citations and letters. Strict control and accountability remains and will be fully adhered to.

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CONCURRENCE:

Executive Secretary

Executive Director

APPROVED:

Acting Director of Central Intelligence

DATE: 9 FEB 1987

